



FORT SAM HOUSTON



NAF Human Resources Office

Location Address:

502d FSS/NAF Human Resources Office
1706 Stanley Road Suite 18
Bldg 2263, Room B108
Fort Sam Houston, TX 78234

Hours of Operation

0900-1500



NAF HRO Topics

- “My Money” Access Instructions
- Adult Child Eligibility Verification Form
- 401(K) Fidelity – Agreement for Repayment of Loan
- How to Find and Self-nominate for NAF Positions
- Workers ‘ Compensation



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“My Money” Access Instructions

- 1)** Web address is <https://nafpay.afsv.net>
 - Click on **Apps Logon Links**
 - Click on **NAFPay**
- 2)** Enter your **USERNAME** : The user name is as follows: first name.middle initial.lastname --type in all small letters – example (sue.s.que)
- 3)** Enter the following as your temporary **PASSWORD**: **Naft!+nnnn** (with nnnn being the last four of your SSN).
 - Click on **Login**.
 - Create and enter your own new personal password and confirm (password must be 9 or more characters and must have (in any order): 2-capital letters, 2-small letters, 2-numbers, 2-symbols; then a 9th or more character of your choice). Do not repeat any characters in your password.
 - Click on **Apply**.
- 4)** Click on My Money
 - Make your selection by clicking one of the menu items below, return to the home page and make additional selections or log out.

Note: If you're locked out or forget your password -- Contact your local HRO or System Administrator to reset your password.



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5. ADDITIONAL INFORMATION:

My LES - In this area, you can view and print your Leave and Earnings Statements:

- Click on **My LES**, Choose LES from the drop down menu, and **Select** the LES to review (be sure to click on the "GO" button so the correct LES will load).
- Click Home to return to the Home Page.

6. In "My Money," you can also review or change your following information:

- a. **My W4 Elections** - Review or Change your W4 information: federal and state withholdings
- b. **My W2** - View your W2 information
- c. **My Allotments** - Add, Update or Delete your allotments
- d. **My Personal Info** - Change your home address
- e. **My Suspended** - Retrieve and process incomplete transactions



Adult Child Eligibility Verification Form

--Eligibility Rules--

Adult children may be eligible for coverage if they are:

- Natural children, legally adopted under your legal guardianship or
stepchildren under age 26
- Students or Non-Students
- Married or Single
- Not eligible for health care coverage through another employer other
than another parent's employer - subsidized or unsubsidized.
Subsidized coverage means the employer pays a portion of the premium



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401(K) Fidelity - Agreement for Repayment of Loan

• If your “Agreement for Repayment of Loan” was processed prior to 1 Oct 2010, your deduction will continue on a biweekly basis, but will be by direct bill to your bank account.

• If you did not process the “Agreement for Repayment of Loan” prior to 1 Oct 2010, your deduction will be on a monthly basis and will be deducted on the 15th of every month.

-- Employees in this category should received a letter from Fidelity to set a loan repayment from you bank account in order to keep your outstanding loan balance from going into default.

-- To take advantage of this convenient repayment method, employee must visit the “Loans” section under Fidelity internet site. Or, call Fidelity customer service to speak with a representative about Electronic Loan Payment.

Note: Before visiting the Internet or calling Fidelity to establish the service, please have the following information available:

- Social Security Number
- Personal Identification Number
- Name of Bank
- Name of Bank Account
- Bank Account Number
- Bank Routing Number



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How to Find and Self-Nominate for NAF Positions

- Via the internet: The 502d FSS (Joint Base San Antonio - Fort Sam Houston, Texas) post vacancies on <https://nafjobs.org>
 - You will need a resume on file to apply electronically. Employee will need to log in and complete “My Profile” section to include “My Resume and Documents”. This will also open up the opportunity to apply for positions at other installations.
 - By accessing this site employee may view current vacancy announcements, self nominate, and check the status of your applications.
 - The vacancy announcements provides a description of work to be performed, qualification required, salary range and whether the job is permanent or temporary, flexible or full time and info on how to apply.
 - Monitoring Status of Application: An applicant may click the tab “My Profile” and then the tab “My Applications” for status of their application. Managers may or may not call applicants for interviews, there is no requirement to do so.

Note: A good rule of thumb would be to allow 3 weeks from closing date of announcement. If no reply from personnel office, you were probably not selected for the position.



Workers' Compensation

- Identify Reported Injury
- Report Claim within 24 hrs to HRO
- Completion of Forms
 - LS-201 (Employee)
 - AF 786 (Employee)
 - LS-202 (Employer)
- Inform the Employee of their responsibilities
- Follow-up with Employee
- Provide Light Duty
- Progressive Return to Work



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Points of Contact

502nd FSS - Manpower & Personnel Flight
NAF Human Resources Office

Acting HRO: 808-7581

HR Specialist: 808-7570

HR Assist: 808-7568/7567/7577

Facsimile 808-7569



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QUESTIONS?